

Northampton Police Department Domestic Violence Check List

(Officers are to check and initial each category upon completion of same)

CASE # _____

Dispatch

- ☐ _____ Document date and time of call
- ☐ _____ Document any information received by Dispatch regarding the call (including what they heard while taking call)
- ☐ _____ Record information on reporting party (who it is and what they said)

Victim

- ☐ _____ Describe the victim's location upon arrival and administer first aid if needed
- ☐ _____ Record any spontaneous statements made by the victim
- ☐ _____ Describe the victim's emotional condition/demeanor/physical condition
- ☐ _____ Document the victim's injuries in detail/fill out strangulation worksheet if applicable
- ☐ _____ Make note of the victim's relationship to the suspect
- ☐ _____ Record any past history of abuse
- ☐ _____ Note any restraining orders, 209A violations, A&Bs, etc.. listed on suspect's BOP
- ☐ _____ Record any temporary address/telephone of victim(Make sure information is current)
- ☐ _____ Obtain written statement

Victim Rights

- ☐ _____ During on call hours, call DVIP advocate as soon as reasonably possible
- ☐ _____ Advise victim that DVIP advocate will call
- ☐ _____ Advise victim that NPD advocate will call
- ☐ _____ Give victim required written copy of victim's rights in relation to getting a 209A
- ☐ _____ Verbally advise victim of rights under 209A

Suspect

- ☐ _____ Describe the suspect's location upon arrival
- ☐ _____ Record any spontaneous statements made by the suspect
- ☐ _____ Describe the suspect's emotional state, physical condition, and/or injuries
- ☐ _____ Document evidence of substance abuse by suspect
- ☐ _____ Interview the suspect
- ☐ _____ Summarize actions to locate suspect if not on scene

Witness

- ☐ _____ Interview the reporting party and obtain written statement
- ☐ _____ Locate and interview the witness(es) and obtain written statement(s)
- ☐ _____ List names and ages of any children present (in the home)
- ☐ _____ Interview children and record statements if they heard or saw anything
- ☐ _____ File 51A (if applicable)

Evidence

- ☐ _____ Photograph and describe the crime scene
- ☐ _____ Document any/all items seized as evidence
- ☐ _____ Photograph the victim's and/or suspect's injuries
- ☐ _____ Obtain copy of dispatch tape
- ☐ _____ Copy of Report left for NPD DV advocate